

What Must I Report?

- Physical Abuse
- Sexual Abuse
- Sexual Exploitation
- Verbal/Psychological Abuse
- Neglect
- Mistreatment
- Financial Exploitation
- Human Rights Violations
- Death
- Serious Injury
- Unplanned Hospitalization
- Police Involvement
- Serious Medication Error
- Missing Person
- Suicide Attempt
- Unauthorized Restraints
- Aversive Interventions
- Communicable Diseases

What Is My Duty To Report?



RI General Laws 40.1-27-2 and MHRH Licensing Rules and Regulations state:

“Any person... who has knowledge of or reasonable cause to believe that a person has been a victim of abuse, neglect, mistreatment, human rights violation, or serious incident shall make, within 24 hours or by the end of the next business day, a report to the Office of Quality Assurance (QA), DDD.”

There may be situations where it is difficult to report incidents that involve co-workers, supervisors, friends or family members. Your **primary responsibility**, however, is to the **person with a disability** and to assure that he/she is safe and protected from further harm.

How Do I Make A Report?



You can contact the **Office of Quality Assurance, DDD**, at:

Voice 401- 462-2629
RELAY RI TTY 711 or
1-800-745-5555 or
Voice 1-800-745-6575

during normal business hours Monday – Friday. A QA staff or administrator is available by pager after normal business hours and on weekends to answer any questions or to provide support or guidance.



If you are not sure if something should be reported call and talk to a QA staff about the incident in question.

What Happens After A Report Is Made?

A QA staff will record the information you provide on a **Confidential Incident Report Form**. He/she may ask you for additional information. All incidents are discussed at the Division's **Internal Incident Management Committee** that meets twice a week. Each incident is classified in terms of the type of incident. The Committee identifies any requests for additional information, follow-up or formal review or investigation. All reported incidents are entered into the QA confidential data tracking system.



If there is a suspicion of **abuse, neglect, mistreatment, etc.** a decision may be made by the agency, QA and/or the Department of MHRH to initiate a formal investigation.

Only authorized investigators from licensed community agencies, Office of Quality Assurance, Office of Attorney General and the Police can conduct formal investigations.

Your responsibility is to respect the privacy of the person who is involved in the incident and to discuss information about the incident only with an assigned investigator or administrative staff from your agency.

Copies of **Final Investigation Reports** are **Confidential** and only sent to the Executive Director, Board President of the agency responsible for supporting the person, the Chair of the Human Rights Committee (HRC), and the Office of the Attorney General, as necessary.

Any person who reports an incident, resulting in a formal investigation, can request a **Summary of Findings** of the investigation by contacting the Office of Quality Assurance and requesting a copy.



Department of Mental Health, Retardation and Hospitals (MHRH)
Craig S. Stenning, Executive Director

Donald L. Carcieri, Governor

Office of Quality Assurance
(QA)
Division of Developmental
Disabilities (DDD)
Katherine Peagler RN,
BSN, Administrator
of Quality Improvement

ABUSE AND SERIOUS INCIDENTS MUST BE REPORTED



Office of Quality Assurance,
Division of Developmental
Disabilities (DDD),
Department of MHRH